

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: December 14, 2017    Closing Date: December 22, 2017**

**PARALEGAL  
Criminal Division, Violent Criminal Enterprises Unit  
New Castle County**

Job Responsibilities and Duties: This Paralegal position provides expertise and paralegal support to Deputy Attorneys General assigned to the Criminal Division, and will report directly to the Violent Criminal Enterprises Unit (“VCE Unit”) in New Castle County. The general paralegal duties include, but are not limited to, researching, preparing and processing legal documents such as discovery, motions and subpoenas for the Deputy Attorneys General and assisting the Deputy Attorneys General in preparing cases for trial, including victim/witness contact, scheduling interviews, obtaining reports and providing other support as requested. This Paralegal position also maintains evidence and case management databases for controlled substances and DNA testing, and is responsible for interfacing with the laboratories that test controlled substances and DNA for the State of Delaware and ensuring that the testing reports are obtained in a timely manner. This Paralegal must be capable of working independently in a high-paced work environment.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate’s degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor’s degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor’s degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor’s degree **AND** one year of law school

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**

**<http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**